



INSTRUCTIONS: The parent or student may appeal a school board denial of an open enrollment application within 30 days of the date the notice of denial is postmarked or delivered to the parent, whichever occurs first. The parent may file the appeal using this form or may submit the appeal in the form of a letter or a brief. The appeal must be sent to:

**SCHOOL MANAGEMENT SERVICES / OPEN ENROLLMENT
DEPARTMENT OF PUBLIC INSTRUCTION
P.O. BOX 7841
MADISON, WI 53707-7841**

Use of this form is authorized under s. 118.51, Wisconsin Stats.

I. INFORMATION ABOUT THE APPLICATION AND DECISIONS

Student Name	Parent or Guardian Name	
Street Address	City WI	Zip Code
Name of Resident School District	Name of Nonresident School District	

II. APPEAL

If both the nonresident and the resident school districts denied the application, a separate appeal must be made for each denial.

This is an appeal of the _____ (name of school board) School Board decision to deny the above-named student's application to attend the nonresident school district also indicated above.

Date of Decision	Date Notification Was Mailed (Postmark)
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What reason did the school board give for denying the open enrollment application?

As it relates to the reason for denial, explain why you believe the decision was arbitrary or unreasonable*. You may include a detailed explanation with facts and evidence to support your appeal at this time or, if you prefer, you may make a brief statement at this time. You will be given an opportunity to supplement your statement with facts and evidence and argument to support your appeal.

*For example, if the reason for the denial is that space is not available, you must explain why you believe it was arbitrary or unreasonable for the district to deny the application due to lack of space. Your response for desiring open enrollment may not be considered by the Department in deciding the appeal.

Enclose the following information:

- ☐ A copy of the notice of denial and any information which accompanied it.
- ☐ A copy of the post-marked envelope in which the denial was received.
- ☐ If the appellant is being represented by counsel, enclose a notification of representation.

III. INTENTION TO SUBMIT BRIEF AND SIGNATURE

The appellant may, if he or she wishes, submit a brief in support of the appeal (see instructions for Section II). If neither the school district nor the appellant indicates a desire to submit a brief, the department may proceed without briefing. If either party indicates a desire to submit a brief, the department will provide a briefing schedule.

I ☐ do ☐ do not intend to file a brief.

Signature of Appellant ➤	Date Signed
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The above information is required. Failure to provide the information or to sign the form may result in the appeal being denied or rejected.